



City of Sumter

822 West Liberty, Sumter, South Carolina 29151 * 1-800-688-4748 * 1-803-436-2640 * Jfax: 1-803-436-2652

SWAN LAKE-IRIS GARDENS GAZEBO RESERVATION FORM

The City of Sumter welcomes you to Swan Lake-Iris Gardens. The Gazebo is available for the public to enjoy. In reserving the gazebo, you must agree to the following conditions:

- Leave the gazebo and surrounding area as you find them.
- Tape, ribbon, or soft wire is permissible in decorating, but **TACKS, STAPLES OR NAILS ARE NOT ALLOWED.** Flower stands are permissible.
- Tape-recorded music, a guitarist, violinist, etc., but **NO AMPLIFIERS OR LARGE INSTRUMENTS.**
- A maximum of (10) chairs are permissible for guests who are unable to stand for extended periods. Lawn chairs are preferred, but folding chairs are acceptable. **Keep in mind that most garden functions are "stand up."*
- **ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE BLAND GARDENS.**
- Leasee may set up tables (not provided) or use the picnic tables already provided. Tents, canopies and other external structures are not permitted.
- Leasee may have a wedding and reception at the gazebo, but must be able to set up *and* depart within two (2) hours, as others may be waiting to use the gazebo.
- Activities must take place during operating hours of the park: **8:00 am – dark**
- A **two weeks** cancellation notice is required and a new date can be rescheduled within 60 days
- **Leasee is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area.**

I _____ HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF SWAN LAKE GAZEBO WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.

RESERVATION FEE: \$25.00

Make checks payable to: City of Sumter

Cancellation Policy: *The reservation fee is refundable if a **30 day written notice** is received prior to the event.*

Event date *and* time

Name (print)

Event type

Number of Guests

*Return Check Policy: \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be **cash** or **credit** and will include the returned check fee.*

RENTAL APPLICATION

(Swan Lake Gazebo)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____

Event Date Requested: _____

Name of Organization: _____

Organization Day Phone: _____

Name of Person Responsible for Use: _____

Address: _____

Day Phone: _____

Night Phone: _____

Name of Party Responsible for Payment (if same as above, please write same): _____

Name: _____

Address: _____

Phone: _____

Type of Event/Program: _____

Number of people: _____ *Event Coordinator:* _____

Give Purpose of Use: (Full Details): _____

(Swan Lake Gazebo)
FINAL REQUEST FOR RESERVATION

I have read the conditions for the use of the Swan Lake Gazebo and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

(Print Name)

Signature

Date

For Office Use and Refund Approvals:

Check#: _____

Cash: _____

Credit Card#: _____

Exp. Date: _____ *VIN#:* _____

Payment Paid By: _____

Balance Due: _____

Total Paid: _____

Reservation Fee Received: _____ *Revenue: 110-0000-364.44-12*

Event date: _____

Event Information for Refunds:

Name for Check to be made out to: _____

(Print all information)

Address: _____

(Print all information)

Signature

Date